

AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION

Washington, D. C. Chapter

November 4, 1955

*Del - Let me know if  
you or any of your group  
plan to go*

**FILED: Meetings 3**  
**RETURN TO**

RECORDS MANAGEMENT DIVISION

Dear Member:

Our luncheon meeting for November 16 promises to be another interesting session, as practically all of us are interested in Executive Development. Mr. Paul R. Ignatius, Vice President and Director of Harbridge House, Inc., will discuss "Executive Development in the Military Services."

As some of you know, the military services have taken aggressive action in this area and during the past few years have established programs for the training of senior officers and key civilians. In some cases, special schools have been established; in other cases, courses have been added to existing schools.

Harbridge House has played a major role in the development of courses employed in a number of these programs. The organization is unique, having been established for the sole purpose of providing technical assistance in the development of curricula and training materials and of trainers. The address of Mr. Ignatius, one of the three founders of Harbridge House, will be based on wide experience in actual executive development training of both military and civilian personnel in Government agencies. The main theme, of course, revolves around establishing a program to identify and develop managers. In his talk, Mr. Ignatius will deal with related subjects such as the importance of an organization structure which facilitates effective management, the qualities required in an executive and the possibilities of developing those qualities, the selection of types of training, and the results to be expected. Mr. Ignatius is a student as well as a practitioner, and you will find him stimulating in addition to being interesting.

The place is the same, the Willard Hotel (check bulletin board for location), and the price is \$2.00 for members and \$2.25 for non-members, tip and tax included. There has been no change in the time, which is 12:30 p.m., on November 16. Come and bring a friend. Be sure to call Mr. Jule Sugarman for reservations before noon, November 15. His number is STerling 3-5200 (Code 171), extension 3726.

ASPA Membership Liaison Representatives have been designated in the major Federal Government departments and agencies and the universities in this area. They are serving as a point of information regarding Society activities and as promoters of local and national membership. Membership application forms and folders regarding the Society are available from them. If you haven't yet paid your dollar toward meeting local chapter expenses, they will be glad to accept it from you or any other persons in your agency whom you may interest in our activities. Your cooperation in suggesting to them names of persons who should belong to the Society will be greatly appreciated. For your reference and convenience, a list of local chapter officers and ASPA membership liaison representatives is attached.

The Financial Management Round Table will meet at 7:30 p.m., on November 22, in the GAO Auditorium, 441 "G" Street, N. W. Mr. Lindsley H. Noble, Deputy Comptroller, Post Office Department, and Mr. Robert L. Long, Director of Audits, General Accounting Office, will discuss "How Effective is Internal Audit?" Mr. Frank M. Hally, Internal Audit Officer, District of Columbia Government, will act as Commentator.

The Round Table for the discussion of Hoover Commission reports will meet at 8:00 p.m., on November 30, in the GAO Auditorium. The subject will be "Medical Services." Mr. Jack Young, McKinsey & Company, will be Chairman and Mr. Jack Collins will be Commentator for this session. Additional speakers will be announced at a later date.

A meeting of all those interested in the research project has been scheduled for Monday, November 21, at 8:00 p.m., in the Lounge of the Brookings Institution. The purpose of this meeting is to discuss proposed topics and techniques.

I shall be looking forward to seeing you at the meetings scheduled during the month.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "L. W. Hoelscher".

L. W. Hoelscher, President  
Washington Chapter

Inclosures